

HOW TO... Spring-clean your PC

Blast through the bumf on your hard disk with WinCleaner OneClick CleanUp

WINCLEANER ONECLICK CLEANUP 10.2



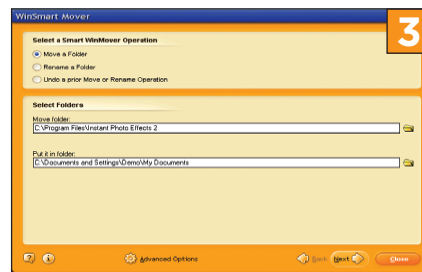
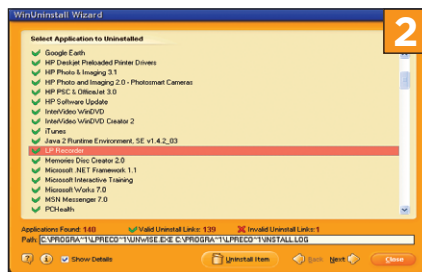
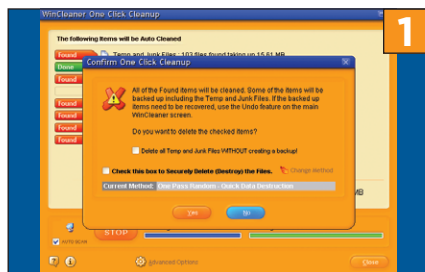
No matter how carefully you carry out general system maintenance on your PC, if you install lots of different applications or surf the internet a lot, your hard disk will become clogged up with useless junk files. Over time, this build-up of rubbish will affect your computer's performance and reduce the amount of available hard disk space.

This month's cover disc includes a one-year subscription to WinCleaner OneClick CleanUp 10.2, which works with all versions of Windows from 98 onwards and will delete all these space-hogging items from your computer safely and quickly. As its name suggests, you can clean your PC with just one click, but the program also includes a couple of more advanced features. Here we'll show you how to take advantage of them.

1 OneClick CleanUp's interface couldn't be simpler. When you first start the program, click the WinCleaner OneClick! button at the top of the screen. This scans your PC for temporary and junk files, internet clutter, startup errors and invalid Registry items. Once the scan is finished, a box appears and asks if you want to delete the checked items. The program automatically backs up the files it deletes, so if you delete a file by mistake you can use the Undo feature to return your PC to its original state. You can choose to destroy the files securely if privacy is a concern but if it's not, simply click Yes and WinCleaner will delete the unwanted files. On our reasonably new PC, which had been used for little more than web surfing, word processing and image editing, this cleared almost 270MB of disk space.

2 The best way to uninstall applications is to use Add/Remove Programs in Windows' Control Panel or a program's own uninstaller. However, not all programs can be removed like this. To remove applications using WinCleaner, click the WinUninstall Wizard button. The program displays a list of installed applications. To uninstall one, simply highlight it and click Uninstall Item at the bottom of the screen.

3 Another useful feature is the WinSmart Mover, which allows you to move your settings and applications from PC to PC. Click the WinSmart Mover button on the main WinCleaner page, browse to the item you want to move by clicking the Folder icon, then click Next and Start. You can also use this to rename a folder without re-installing the application.

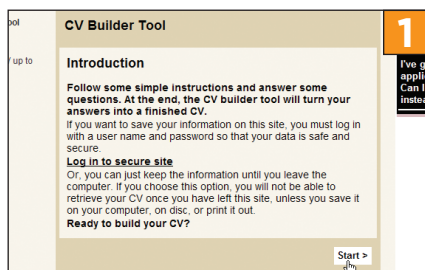


HOW TO... Build a CV online

Jennifer Bagley explains how to create the perfect CV so you're always prepared

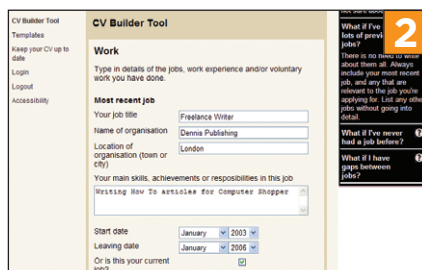
Templates for CVs are available in Word, but what if you have a different word processor? You could try building one yourself from scratch, but luckily there is another option. The government agency Learn Direct has an online CV builder at <http://83.138.168.192> that anyone can use. Best of all, you can store a copy online. This way, no matter what happens to your computer you'll always have a backup.

1 Click on the Build my CV link. In the next screen, click on the 'CV builder tool' link.



Then click on Log in to secure site. We don't have a username yet, so click Register here. Fill in the form, and when you've finished, click on the CV Builder Tool link on the left-hand side of the page. Press the Start button.

2 Fill in your details as requested. For helpful advice, click on a question in the panel and the answer will appear below it. You can move back and forwards along the 12 steps in the CV builder by clicking on one of the numbered links at the bottom of the page. If you're logged in



you won't lose any of your information. The site also has a spellchecker and the button for this is on the bottom left of most pages.

3 When you get to the last screen in the CV builder, click View my CV. Save it to your hard disk. The document is plain and simply laid out. If you want to add a bit of pizzazz to your CV, click the Templates link on the left-hand side of the page. Choose one you like and download it to your computer. You can then transfer your details to the new layout. **CS**

